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# MEMORANDUM

*Development Services*

To: Mayor Jackola and City Council Date: November 23, 2026

From: Shana Olson, Development Services Director

Subject: Development Services Department, City Manager Report Updates

Staff continues to assist customers with inquiries related to engineering, building permits, and planning services. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. These efforts help ensure efficient service delivery, clear communication, and support for sustainable community development.

Development Services staff training and cross-training have continued to progress over the past three months. Training has expanded across department operations, customer service, permitting procedures, and support functions for engineering, building, and planning. This effort is strengthening overall department capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

**Planning**

**Planning Commission –** No Meeting in October

**The following land use applications were approved in October:**

- PLA-26-04 – Property Line Adjustment – 1250, 1260 & 1280 E Grant Street

**The following land use applications are under review in October:**

- AR-26-09 – Administrative Review – 150 Market Street
- DCA-26-01 – Development Code Amendment – Small Lot Single Unit Standards
- CI-26-01 – Code Interpretation – Small Lot Single Unit Standards
- A-26-02 – Annexation – 401 Wagon Wheel Drive
- MLP-26-06 – Land Partition – 361 N 3rd Street
- MLP-26-05 – Land Partition – 289 S 3rd Street
- AR-26-08 – Administrative Review for Auto Repair Shop and Auto Sales – 2300 S Main Road

**Building**

| | Septebmer 2026 | September 2025 |
|---|---|---|
| Permits Issued | 70 | 49 |
| Fees Received | $63,893.29 | $27,255.80 |
| Construction Valuation | $4,019,056.00 | $1,505,837.15 |

A current list of the more significant construction sites includes:

- Industrial Builidng (Montessa Way)
- Industrial Building (Airway Road)
- Thoroughbred Car Wash (Santiam Highway)
- 47-lot subdivision – Hermans Farm Subdivision (Crowfoot Road)
- 5-lot subdivision – Space Reader Estates (Kees Street)
- 48-lot subdivision – Cedar Springs (13th Street)
- 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
- 10-lot subdivision – Phillips Estates (Phillips Way)
- 19-lot subdivision (Walker & Wassom)

- Staff continues to coordinate with the Finance Department on a comprehensive audit of service accounts. The project remains in progress, with timing and next steps under ongoing evaluation to align with current operational priorities.

**Engineering – Development Projects**

**In Review / Pending Construction**

- Fueling Station & C-Store (N 5th St/Village Lp): Plans received and under review.
- Lebanon Dairy Queen (N 5th St/Village Lp): Plans received and under review.
- Go Mini Storage (Hansard Ave/Reeves Pkwy): Plan review comments sent back to engineer for revisions.
- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Plans approved. Pending Public Improvements permit.
- Misty Meadows Subdivision (W B St): Plan review complete. Pending county approval.
- Salmon Run Apartments (Vaughan Ln): Plan revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Bates Storage (Hansard Ave): On hold by owner. Planset stamped approved; pending 1200-C permit.

**Under Construction**

- Hermans Farm Subdivision Phase II (Hermans Dr): Public improvements permit issued.
- Walmart 3290 S Santiam HWY: Plans approved. No public improvement or right of way encroachment permits required.
- Valley Life Church (E Ash St/Park St: Permit issued for work on E Ash St, construction underway. Park Street work under ODOT jurisdiction.

- Storage Warehouse 1050 Montessa Way: Permits issued.
- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction ongoing.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction ongoing.
- Khan C-Store (former Walgreens site): Permits issued. Construction ongoing.
- Elmore Townhomes: Permits issued. Construction ongoing.
- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Tri-Plex (S. 7th Street): Site utility construction ongoing.
- Millrace Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

**Complete**

- None to report this month.

**City Legislative Efforts**

- Continue monitoring of upcoming legislative measures and collaborate with partner agencies to proactively address proposed legislation that may impact the City.

**Grant Administration**

- Environmental sampling has been completed. Consultants have finalized the market analysis and transportation study, which evaluates the site's commercial viability and development potential given existing site constraints. The project is moving into the next Phase, with consultant coordination and project scheduling underway.

**Economic Development**

- Received a significant recruitment opportunity and delivered a comprehensive presentation, resulting in the City being shortlisted as one of two potential locations in Oregon. While the project ultimately did not move forward in Lebanon due to wetland constraints associated with the proposed site, the recruitment effort provided valuable exposure and demonstrated the City's ability to respond competitively to significant development opportunities.
- Staff continues to evaluate options for addressing wetland constraints on industrial lands to improve site readiness and support future development opportunities. This includes coordination with Business Oregon, the City's lobbyist, and regulatory agencies to explore both project-specific and long-term policy solutions.
- Downtown Building Restoration Program: Four of the ten awarded façade improvement projects have now been completed. The remaining projects are in various stages of design and construction.
- Strategic Plan Initiative 3.11: Staff continues to review the Business Oregon Prospector site weekly to evaluate targeted recruitment inquiries from Industrial Lands Specialists and determine eligibility for competitive site submissions.
- Strategic Plan Initiative 3.15 – Business Outreach: Staff continues to promote business outreach opportunities through the City's communication channels. While participation in the business visitation program has been limited, staff remains available to meet with businesses and respond to requests as they arise.